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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

)	NO. _____.
)	
)	<u>ORDER: Preparation for COURT TRIAL</u>
)	
Plaintiff(s),)	1. Establishing a Discovery
)	Cutoff date of _____.
v.)	
)	2. Establishing a Motion
)	Cutoff date of _____.
)	
Defendant(s).))	3. Setting the Pretrial
)	Conference date for _____1:30 PM.
)	
)	4. Setting the COURT TRIAL
)	date of _____9 AM.
_____))	

DISCOVERY CUT-OFF:

The Court has established a cutoff date for discovery in this action. All discovery is to be completed on, or prior to, the cutoff date. Accordingly, the following discovery schedule shall apply in this Court:

1. Depositions: All depositions shall be scheduled to commence at least five (5) working days prior to the discovery cutoff date. A deposition which has commenced five (5) days prior to the discovery cutoff date may continue beyond the cutoff date, as is necessary.

1 2. Interrogatories: All interrogatories must be served at least forty-five (45) days
2 prior to the discovery cutoff date. The Court will not approve stipulations between counsel
3 which permit responses to be served after the cutoff date except in unusual circumstances
4 and upon a showing of good cause.

5 3. Production of Documents etc.: All requests for production etc., shall be served at
6 least forty-five (45) days prior to the discovery cutoff date. The Court will not approve
7 stipulations between counsel which permit responses to be served after the cutoff date except
8 in unusual circumstances and upon a showing of good cause.

9 4. Requests for Admissions: All requests for admissions shall be served at least
10 forty-five (45) days prior to the discovery cutoff date. The Court will not approve
11 stipulations between counsel which permit responses to be served after the cutoff date except
12 in unusual circumstances and upon a showing of good cause.

13 5. Discovery Motions: Any motion respecting the inadequacy of responses to
14 discovery must be filed and served no later than ten (10) days after the discovery cutoff date.
15 The Court requires strict compliance with the requirements of Local Rule 7.15 in the
16 preparation and filing of discovery motions. Whenever possible, the Court expects counsel
17 to resolve discovery problems among themselves in a courteous, reasonable, and professional
18 manner. Repeated resort to the Court for guidance in discovery is generally unnecessary.

19 **PRETRIAL CONFERENCE:**

20 This case has been placed on calendar for a Pretrial Conference pursuant to Federal
21 Rule of Civil Procedure 16 and Local Rule 9. Unless excused for good cause, each party
22 appearing in this action shall be represented at the Pretrial Conference and at all pretrial
23 meetings of counsel by their trial counsel.

24 **STRICT COMPLIANCE WITH THE REQUIREMENT OF LOCAL RULE 9**
25 **IS REQUIRED BY THE COURT.** Therefore, carefully prepared Memoranda of
26 Contentions of Fact and Law, Witness List, Exhibit List, and a proposed Pretrial Conference
27 Order shall be submitted in accordance with the provisions of Local Rules 9.5 through 9.8
28 and the form of the proposed Pretrial Conference Order shall be in conformity with the

format set forth in the Appendix A to Local Rules, Pretrial Form No. 1.

The Memoranda of Contentions of Fact and Law are due twenty-one (21) days before the Pretrial Conference and the proposed Pretrial Conference Order is to be lodged seven (7) days before the Pretrial Conference.

TRIAL PREPARATION FOR COURT TRIAL - INSTRUCTIONS AND EXHIBITS:

THE COURT ORDERS that counsel comply with the following in their preparation for trial.

All counsel are to be completely familiar with the Federal Rule of Civil Procedure and Local Rules of this Court.

All counsel are to prepare proposed findings of fact and conclusions of law (the original and one copy are to be lodged with the Court and three (3) copies are to be served on opposing counsel). These findings of fact and conclusions of law are to be lodged with the Court and served on or before twenty-one (21) days prior to trial. Upon receiving these proposed findings of fact and conclusions of law from opposing counsel, each party shall:

(A) Underline with red pencil those portions which it disputes.

(B) Underline with blue pencil those portions which it admits.

(C) Underline with yellow pencil those portions which it does not dispute but deems irrelevant.

In this connection, counsel are to note that they need not come to a uniform conclusion as to the entire proposed finding or, indeed, an entire sentence within a proposed finding. They may agree with part of it, disagree with part of it and/or consider a portion of it irrelevant.

Upon completion of the foregoing, each counsel shall file two (2) marked copies of opposing counsel's proposed findings of fact and conclusions of law with the Court and return one marked copy to opposing counsel no later than seven (7) days prior to trial.

The parties shall be prepared to submit to the Court, and to exchange among themselves, supplemental findings of fact and conclusions of law during the course of the

1 trial, with respect to which the same underlining procedure may be ordered.

2 Counsel are to prepare their exhibits for presentation at the trial by marking said
3 exhibits in accordance with Local Rule 8. At the time of trial each party is to present to the
4 Court a copy of its exhibits in a bound volume with each exhibit tabbed down the side with
5 the appropriate exhibit number. Counsel shall also supply three copies of their exhibit list
6 in the form as set forth in Local Rule 9.7 at the time of trial to the Clerk.

7 IT IS SO ORDERED.

8 DATED: _____
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11 _____
12 LAUGHLIN E. WATERS
13 Senior United States District Judge
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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Case No.

TITLE:

-----PLAINTIFF'S COUNSEL

PRESENT: DEFENDANT'S COUNSEL PRESENT:

**PROCEEDINGS: NOTICE TO COUNSEL RE PREPARATION OF BENCH
EXHIBITS**

Counsel are hereby notified, that in addition to the Court's general orders regarding preparation of trial exhibits, the Court has also adopted the following requirement concerning Bench Exhibits submitted in three-ring binders.

If Bench copies are to be presented in this fashion, ALL exhibits contained in the binder MUST be three hole punched with the LARGER 13/32" hole size, NOT THE STANDARD 9/32" three hole punch size. Any bench exhibits, presented in a three-ring binder, which do not comply with this provision, shall be immediately returned to counsel to be modified pursuant with this rule.

Counsel shall also provide the Clerk, at the start of trial, with three (3) copies of the Exhibit List and three (3) copies of the Witness List.

*Notice given to counsel in court: